

Law Enforcement Certification Board CEO Position Qualifications and Job Description

Job Summary:

Under the general direction and authority of the Law Enforcement Certification Board (Board), the Chief Executive Officer (CEO) is responsible to carry out the duties and directives of the Board and its responsibility over the certification and discipline of police officers and public safety telecommunicators in New Mexico. The CEO works closely with the Board to promote and implement organizational goals and objectives and serves at the pleasure of the Board. The CEO exercises general and participative management of the agency's staff pursuant to state laws, rules, policies, and authority of the Board and its designees.

Qualifications – (Knowledge, Skills, and Abilities):

Prior experience in the areas of policy administration and project management, proficient computer and organizational skills, supervision and oversight of staff and personnel, planning and time management.

Knowledgeable in criminal, civil, administrative law, and regulatory proceedings; as well as knowledge of relevant federal, state, and local laws and ordinances.

Substantive knowledge in law enforcement and telecommunicator functions related to job duties and responsibilities, certification qualifications, general training, standards, and generally acceptable practices.

Skill and ability to make sound and precise decisions and judgment.

Demonstrated experience and ability to plan, lead, direct, and control staff to ensure the objectives, goals, and overall mission of the Board, office and statutes are achieved.

Proven reputation for integrity and professionalism with the ability to maintain high standards and confidentiality for themselves, peers, and subordinates.

Experience researching and developing policy with state government, legislative processes, or other public bodies which demonstrate strong interpersonal skills and effective oral and written communication.

Knowledge and experience applying standard investigative techniques.

Preferred Qualifications:

Advanced secondary education in criminal justice, project management, policy administration, law, or other closely related field from an accredited college or university.

Fifteen (15) years or more of experience in a field involving law enforcement, law, or public safety, including a minimum of eight (8) years of experience in management and executive leadership roles.

The combination of relevant experience, education, and training may be considered sufficient at the discretion of the Board.

General Description of Job Duties and Responsibilities:

The Chief Executive Officer is an at-will, non-classified, Governor-exempt position that reports to the Law Enforcement Certification Board and will fulfill duties and responsibilities pursuant to the laws and general direction of the Board and its designees. The Board is administratively attached to the New Mexico Department of Public Safety.

The CEO will be responsible for the hiring and oversight of all Board staff compliance with all policies, procedures, laws, and state personnel rules as may be applicable. The CEO will work with the Department to prepare and administer the budget, forecast future operational and staffing needs, advise on legislative and policy priorities, and provide testimony to legislative bodies.

Other Duties Include:

Develop and maintain a database to track and identify compliance or non-compliance of police officers and public safety telecommunicators in-service training requirements.

Using web-based technology solutions, create and maintain a searchable database available to the public that provides outcomes of misconduct investigations that result in dismissal, denial, suspension or revocations of a police officer's or public safety telecommunicator's certification.

Prepare annual and other reports, formal correspondence, and present to legislative, executive, and other public bodies.

Develop operational policies for staff.

Develop and present proposed regulations to the Board and oversee compliance with rulemaking procedures under the State Rules Act.

Ensure the Board and agency complies with all applicable laws, including the Open Meetings Act, Inspection of Public Records Act, State Rules Act, personnel rules, and its own regulations.

Receive, review, and make decisions and recommendations on matters related to the issuance, renewal, or the denial of a law enforcement officer or public safety telecommunicator certification.

Review reports received from law enforcement agencies and assign cases to appropriate staff for review and investigation as may be appropriate.

Conduct investigations, administer oaths and subpoena persons as necessary to make a determination regarding fitness of a law enforcement officer to fulfill a law enforcement officer's or telecommunicator's duties.

Fairly and impartially apply laws, rules and advisement based upon a fact-based assessment of discrete incidents. Review reports from staff to determine appropriate action, if any, that should

be taken, including but not limited to additional investigations, proposed resolutions, and recommendations to the Board for final action as may be provided by law.

Determine appropriateness for case referral to the administrative prosecution process.

Coordinate with Board counsel and other parties related to administrative appeals and litigation matters.

Develop training and education to law enforcement agencies within the state as it relates to the duties and responsibilities of the Board and promote the compliance of chiefs, sheriffs, directors, and department heads to comply with all reporting requirements, New Mexico Administrative Code (NMAC), and related laws.

May be required to work non-traditional hours and to travel.

Perform all other acts, duties, and responsibilities as may be assigned by the Board.

(Minimal Usual disclaimers) –

The Chief Executive Officer is an at-will, non-classified, Governor-exempt position that serves at the pleasure of the Board and may be terminated with or without cause from employment at any time by the Board.

Candidate may be asked to meet with or respond to additional questions by a hiring group of the Board or DPS staff as part of the vetting process, and will be selected at the sole discretion of the Board.

Salary Range:

This position is covered under the Governor's Exempt Salary Schedule – Pay Range 36 - with a salary range of \$59,051.20 to \$146,150.58.

How to Apply

Applicants must send a resume, cover letter explaining unique qualifications and specific interest in the position, references, and any additional material in support of their application to the DPS Human Resources Director:

Kiki Arellano
NMDPS HR Director
(505) 479-2184
Kiki.Arellano@dps.nm.gov